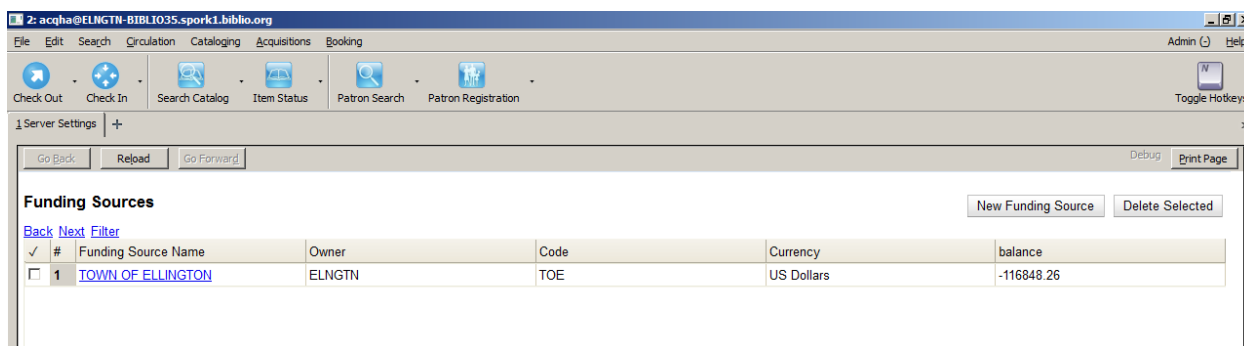


Click on the **New Funding Source** button.



Enter a **funding source name**. No limits exist on the number of characters that can be entered in this field.

Click in the dropdown box for Owner and select your library's name.

Assign a code for the funding source.

Select a currency from the dropdown menu.

Save the source.

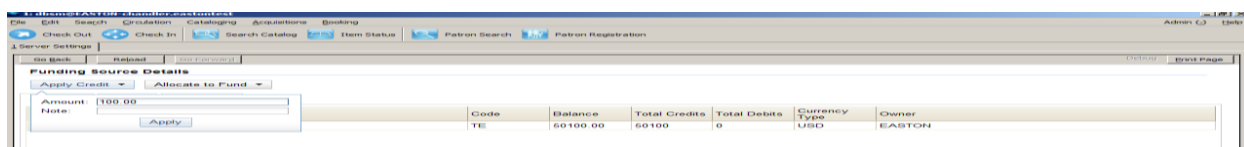
A screenshot of a "New Funding Source" form. It contains four input fields: "Funding Source Name" with the text "Town of Easton", "Owner" with a dropdown menu showing "EASTON", "Code" with the text "TE", and "Currency" with a dropdown menu showing "US Dollars". At the bottom of the form are two buttons: "Cancel" and "Save".

Putting Money in the Funding Source

Click on the funding source in the list.

Click on the Apply Credit button on the Fund Source Details screen.

Enter the amount of money the funding source is supplying. Enter it with or without a decimal point. Add a note if desired. Click **Apply**. Click **Go Back** to return to the list of fund sources.



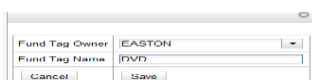
Fund Tags

To create a new **fund tag**, click **Admin/AcquisitionsAdministration/Fund Tags**. Click on the **New Fund Tag** button.

Click on the dropdown box for **Fund Tag Owner** and select your library.

Assign a fund tag name. No limits exist on the length of the characters that can be entered in this field.

Save the Fund Tag.

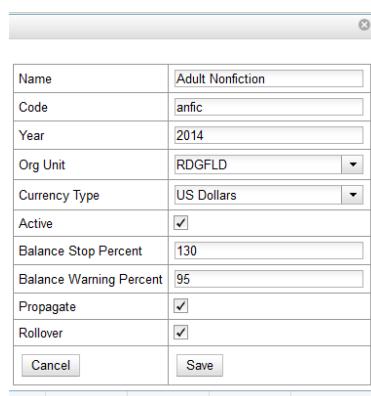
A small dialog box titled "Fund Tag" with two input fields. The first field is labeled "Fund Tag Owner" and contains the text "EASTON". The second field is labeled "Fund Tag Name" and contains the text "FUND". Below the fields are two buttons: "Cancel" on the left and "Save" on the right.

Fund

To create a new fund, click **Admin/Acquisitions Administration/Funds**.

The Context Org Unit should be your library. If it isn't, click in the dropdown box and select your library.

Click the **New Fund** button.

A dialog box titled "New Fund" with a table of input fields. The fields are: Name (Adult Nonfiction), Code (anfic), Year (2014), Org Unit (RDGFLD), Currency Type (US Dollars), Active (checked), Balance Stop Percent (130), Balance Warning Percent (95), Propagate (checked), and Rollover (checked). At the bottom are "Cancel" and "Save" buttons.

Name	Adult Nonfiction
Code	anfic
Year	2014
Org Unit	RDGFLD
Currency Type	US Dollars
Active	<input checked="" type="checkbox"/>
Balance Stop Percent	130
Balance Warning Percent	95
Propagate	<input checked="" type="checkbox"/>
Rollover	<input checked="" type="checkbox"/>

Create a **name** for the fund. No limits exist on the number of characters that can be entered in this field.

Create a **code** for the fund. No limits exist on the number of characters that can be entered in this field.

Enter a **year** for the fund. This can be a fiscal year or a calendar year. The format of the year is YYYY.

Click in the Org Unit dropdown box and select your library.

Select US dollars from **currency type** drop down menu. When a fund is applied to a line item or copy, the price of the item will be encumbered in the currency associated with the fund.

Click the **Active** box to activate this fund. You cannot make purchases from this fund if it is not active.

Enter a **Balance Stop Percent**. The balance stop percent prevents you from making purchases when only a specified amount of the fund remains. For example, if you want to spend 95 percent of your funds, leaving a five percent balance in the fund, then you would enter 95 in the

field. When the fund reaches its balance stop percent, it will appear in red when you apply funds to copies. If you wish the stop percent to reflect the discount your vendor gives you, you may set the stop percentage as more than 100%; for instance, if you expect a 30% discount, you may set the stop at 130%.

Enter a **Balance Warning Percent**. The balance warning percent gives you a warning that the fund is low. You can specify any percent. For example, if you want to spend 90 percent of your funds and be warned when the fund has only 10 percent of its balance remaining, then enter 90 in the field. When the fund reaches its balance warning percent, it will appear in yellow when you apply funds to copies.

Check the **Propagate** box to propagate funds. When you propagate a fund, Evergreen will create a new fund for the following fiscal year with the same settings as your current fund. All of the settings transfer except for the year and the amount of money in the fund. Propagation occurs during the fiscal year close-out operation.

Check the **Rollover** box if you want to roll over remaining funds into the same fund next year.

Click on the **Save** button.

Assigning a Fund Source and Allocation to a Fund

To indicate the funding source(s) for the fund, click on the fund name from the list.

✓	#	Name	Code	Year	Org Unit	Currency Type	Active	Balance Stop Percent	Balance Warning Percent	Propagate	Rollover	Combined Balance
<input type="checkbox"/>	1	Adult Fiction	afic	2012	NAUGTK	US Dollars	True	130	90	True	False	0
<input type="checkbox"/>	2	Adult nonfiction	anfic	2012	NAUGTK	US Dollars	True	130	90	True	False	0
<input type="checkbox"/>	3	Children's fiction	jfic	2012	NAUGTK	US Dollars	True	130	90	True	False	0
<input type="checkbox"/>	4	Children's nonfiction	jnfc	2012	NAUGTK	US Dollars	True	130	90	True	False	0

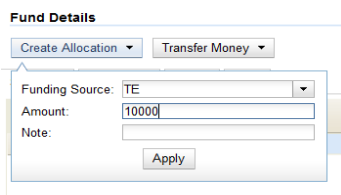
Click on the **Create Allocation** button at the top of the **Fund Details** screen.

Select the funding source from the dropdown menu.

Enter the amount of money being allocated from that source.

Add a note, if desired.

Click on the **Apply** button.

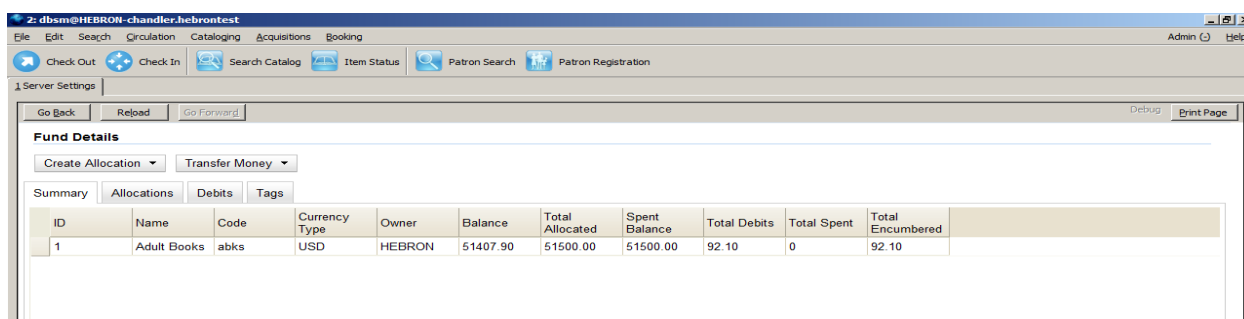


The 'Fund Details' dialog box contains the following fields and buttons:

- Create Allocation** (dropdown menu)
- Transfer Money** (dropdown menu)
- Funding Source:** TE (dropdown menu)
- Amount:** 10000 (text input)
- Note:** (empty text input)
- Apply** (button)

Assigning a Fund Tag to a Fund

On the **Fund Details** screen, click on the **Tags** tab.



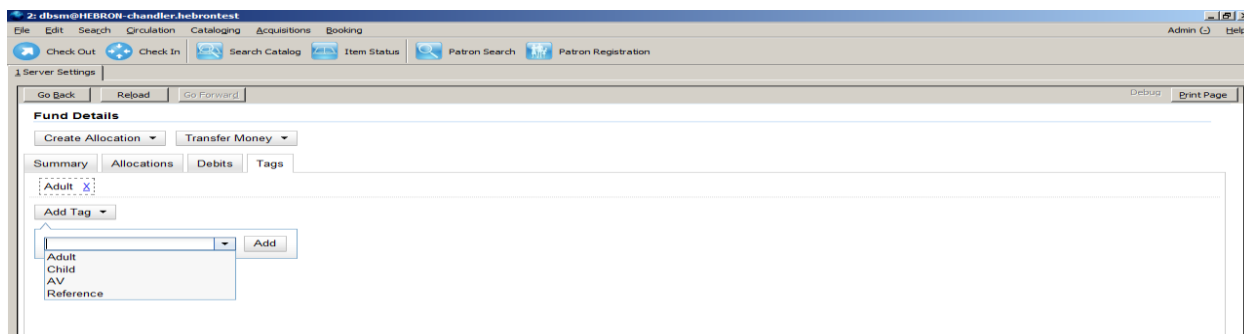
The 'Fund Details' screen shows the following tabs: Summary, Allocations, Debits, and Tags. The 'Summary' tab is active, displaying a table with the following data:

ID	Name	Code	Currency Type	Owner	Balance	Total Allocated	Spent Balance	Total Debits	Total Spent	Total Encumbered
1	Adult Books	abks	USD	HEBRON	51407.90	51500.00	51500.00	92.10	0	92.10

Click on **Add Tag**.

Click in the dropdown box to see the list of available tags. Highlight the tag you want and click **Add**.

If more than one tag applies, repeat steps 2 and 3.



The 'Fund Details' screen shows the 'Add Tag' dialog box. The 'Add Tag' dropdown menu is open, showing the following options: Adult, Child, AV, and Reference. The 'Add' button is highlighted.

Debits

Once the fund has been in use, you can see a list of expenditures against it by clicking on the **Debits** tab. This shows the amount debited, the type of debit, and the date of the debit. In the example below, each entry represents a lineitem from a purchase order. At this time, there is no detail included about the title of the item purchased.

Amount	Encumbrance	Debit Type	Origin Amount	Origin Currency	Create Time
21.95	True	purchase	21.95	US Dollars	5/20/11 5:01 PM
24.95	True	purchase	24.95	US Dollars	5/20/11 5:01 PM
22.99	True	purchase	22.99	US Dollars	5/20/11 5:01 PM
19.95	True	purchase	19.95	US Dollars	5/20/11 5:01 PM
24.95	True	purchase	24.95	US Dollars	5/20/11 5:01 PM
21.95	True	purchase	21.95	US Dollars	5/20/11 5:01 PM

Reviewing Fund Amounts

To check on how much money has been spent and how much is left, click on **Admin/Acquisitions Administration/Funds**.

Click on the name of the fund you want to see.

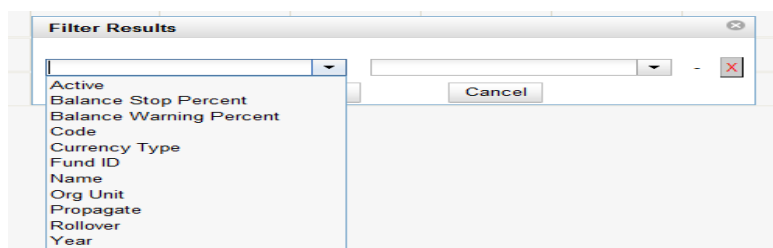
The summary tab shows the current balance, total allocated, how much has been spent, and how much is encumbered.

ID	Name	Code	Currency Type	Owner	Balance	Total Allocated	Spent Balance	Total Debits	Total Spent	Total Encumbered
1	Adult Books	abks	USD	HEBRON	51321.05	51500.00	51383.85	178.95	116.15	178.95

Searching the Fund List

If you have a long list of funds and want to find one without paging through each screen, you can use the **Filter** feature on the funds screen.

The first dropdown box is the list of searches you can perform, based on the settings you used when you set up a fund:



The second dropdown defines whether a value is part of your fund or not:

The 'Filter Results' dialog box has a dropdown menu for 'Code' and a second dropdown menu that is open, showing a list of comparison operators: 'is', 'is not', 'is null', 'is not null', 'is greater than', 'is less than', 'is greater than or equal to', 'is less than or equal to', 'is between', 'is not between', 'is like', and 'is not like'. There are 'Add Row' and 'Apply' buttons below the dropdowns.

Once you have set up the first 2 boxes, a third box appears where you add your search term.

The 'Filter Results' dialog box shows the 'Code' dropdown set to 'Code', the second dropdown set to 'is', and a text box containing 'advd'. There are 'Add Row', 'Apply', and 'Cancel' buttons.

You can add extra lines to further refine your search.

The 'Filter Results' dialog box shows two rows of search criteria. The first row has 'Code' in the first dropdown, 'is' in the second, and 'advd' in the text box. The second row has 'Year' in the first dropdown, 'is' in the second, and '2012' in the text box. There are 'Add Row', 'Apply', and 'Cancel' buttons.

Click **Apply** to run the search.

If you want to search by a fund name, use “is like”, not “is”. Use the same capitalization as the way the name was created, or you will not find a match.

The 'Filter Results' dialog box shows two rows of search criteria. The first row has 'Name' in the first dropdown, 'is like' in the second, and 'Adult DVDs' in the text box. The second row has 'Year' in the first dropdown, 'is' in the second, and '2,012' in the text box. There are 'Add Row', 'Apply', and 'Cancel' buttons.

When searching by a partial name, use “%” as a wildcard.

The 'Filter Results' dialog box shows two rows of search criteria. The first row has 'Name' in the first dropdown, 'is like' in the second, and 'Adult%' in the text box. The second row has 'Year' in the first dropdown, 'is' in the second, and '2,012' in the text box. There are 'Add Row', 'Apply', and 'Cancel' buttons.

Retrieves all funds for FY 2012 beginning with “Adult.”

The 'Filter Results' dialog box shows two rows of search criteria. The first row has 'Name' in the first dropdown, 'is like' in the second, and '%DVDs' in the text box. The second row has 'Year' in the first dropdown, 'is' in the second, and '2,012' in the text box. There are 'Add Row', 'Apply', and 'Cancel' buttons.

Retrieves all funds for FY 2012 ending with “DVDs”

The 'Filter Results' dialog box shows two rows of search criteria. The first row has 'Name' in the first dropdown, 'is like' in the second, and '%DVD%' in the text box. The second row has 'Year' in the first dropdown, 'is' in the second, and '2,012' in the text box. There are 'Add Row', 'Apply', and 'Cancel' buttons.

Retrieves all funds for FY 2012 containing “DVD”

End of the Year Fund Propagation and Rollover

At the end of each fiscal year, you will need to generate a new list of funds. To save you time, Evergreen has a function that will clone the current year's fund names and their settings so that you don't have to create each one at a time.

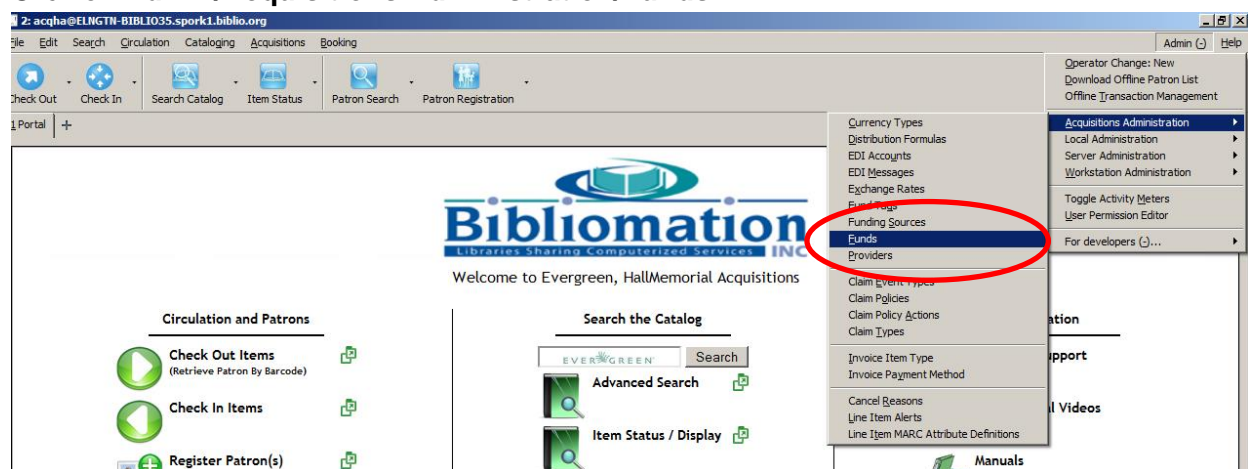
Before performing the end of year processing, library staff should consider the following check list:

- All pending purchase orders are activated.
- All items physically received in the current fiscal year are received in Evergreen.
- All items to be paid for in the current fiscal year are invoiced for in Evergreen.
- Staff is aware of the dates for the acquisitions year end freeze.

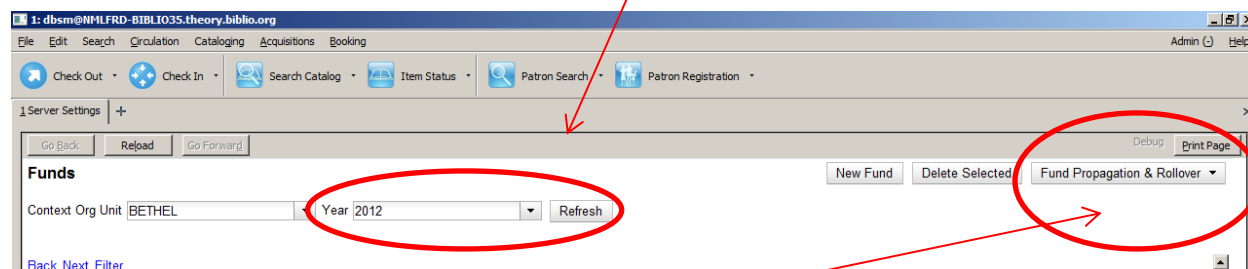
(taken from the Sitka Evergreen Acquisitions User Manual,
<http://docs.sitka.bclibraries.ca/Acq/current/html/yearend-checklist.html>)

If you have a fund that allows you to carry over a balance from one year to the next, you can rollover the amount to the new fiscal year fund if you had checked the **Rollover** box when first setting up the current year's fund.

Click on **Admin/Acquisitions Administration/Funds**



In the **Year** dropdown box, display the latest year that you have funds for.



Click on **Fund Propagation & Rollover**

If you want your current “on order” items to stay with the current fiscal year, do **not** check off the **Perform Fiscal Year Close Out Operation** box.

If you have funds that you have marked to rollover or pass the money from the current fiscal year to the new one, you will have to check the **Perform Fiscal Year Close Out Operation** box, and your current “on order” items will be passed to the new fiscal year in the same step, the unspent money will be moved to the new year’s funds, and your current year funds will be closed.

NEW SETTING: For funds that have the "Rollover" setting enabled, if you want to move the fund’s encumbrances to the next year without moving unspent money, check the box adjacent to *Limit Fiscal Year Close-out Operation to Encumbrances*.

Debug Print Page

New Fund Delete Selected Fund Propagation & Rollover

Propagation creates new funds for the subsequent fiscal year based on the funds for the selected fiscal year. Only funds with the propagate setting enabled will be affected. No money or encumbrances are altered during this process.

Perform Fiscal Year Close-out Operation: ☐

The year end close out operation moves encumbrances from the selected fiscal year to the analogous funds in the subsequent fiscal year and it deactivates funds for the selected fiscal year. Additionally, for all funds that have the "Rollover" setting enabled, this process will move all unspent money to the analogous fund in the subsequent fiscal year.

Limit Fiscal Year Close-out Operation to Encumbrances: ☐

This modifies the above described Close-out Operation, causing funds to be transferred into the void (that is, entirely removed) instead of being transferred to the analogous funds in the subsequent fiscal year.

Context Org Unit: NORFLK

Include Funds for Descendant Org Units: ☐

Dry Run: ☒

When Dry Run is selected, the system will generate a summary of the changes that would occur during the selected operation(s). No data will be changed.

Process

If you want to try a practice run and not make any real changes, check the **Dry Run** box. To run the process for real, uncheck that box.

When you are ready to run the propagation, either as a dry run or for real, click on **Process**. If you chose **Dry Run**, you will get a report at the top of the screen, detailing what would have happened if it had been run for real. The red “not” reminds you this was a dry run.

Example of a dry run report with no rollover funds

1: dbsm@NMLFRD-BIBLIO35.theory.biblio.org

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Go Back Reload Go Forward Debug Print Page

Funds New Fund Delete Selected Fund Propagation & Rollover

Context Org Unit BETHEL Year 2012 Refresh

Fund Propagation & Rollover Summary for Fiscal Year 2013

- These changes have **not** been committed yet.
- 20 funds propagated for fiscal year 2013 for the selected locations
- \$0 unspent money rolled over to fiscal year 2013 for the selected locations

[Back](#) [Next](#) [Filter](#)

✓	#	Name	Code	Year	Org Unit	Currency Type	Active	Balance Stop Percent	Balance Warning Percent	Propagate	Rollover	Combined Balance
---	---	------	------	------	----------	---------------	--------	----------------------	-------------------------	-----------	----------	------------------

Example of a dry run report with a rollover fund

2: acqrd@RDGFLD-BIBLIO35.ridgefield.biblio.org

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Funds New Fund Delete Selected Fund Propagation & Rollover

Context Org Unit RDGFLD Year 2013 Refresh

Fund Propagation & Rollover Summary for Fiscal Year 2014

- These changes have **not** been committed yet.
- 25 funds propagated for fiscal year 2014 for the selected locations
- \$0 unspent money rolled over to fiscal year 2014 for the selected locations

[Back](#) [Next](#) [Filter](#)

✓	#	Name	Code	Year	Org Unit	Currency Type	Active	Balance Stop Percent	Balance Warning Percent	Propagate	Rollover	Combined Balance
<input type="checkbox"/>	1	Adult Book on CD	ABCD	2014	RDGFLD	US Dollars	True	120	100	True	False	0

After you have run the process for real, the new fiscal year funds are generated. The funds will have NO money in them unless you rolled over money from the previous fiscal year.

dbnm@NMLFRD-BIBLIO35.theory.biblio.org

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Funds

New Fund Delete Selected Fund Propagation & Rollover

Context Org Unit BETHEL Year 2013 Refresh

Back Next Filter

✓	#	Name	Code	Year	Org Unit	Currency Type	Active	Balance Stop Percent	Balance Warning Percent	Propagate	Rollover	Combined Balance
<input type="checkbox"/>	1	A/T DVD	beadvd	2013	BETHEL	US Dollars	True	120	100	True	True	1330.56
<input type="checkbox"/>	2	AAudio Book	beabkcd	2013	BETHEL	US Dollars	True	120	100	True	False	0
<input type="checkbox"/>	3	ACompact Disk	becd	2013	BETHEL	US Dollars	True	120	100	True	False	0
<input type="checkbox"/>	4	Adult Biography	beabiog	2013	BETHEL	US Dollars	True	130	100	True	False	0
<input type="checkbox"/>	5	Adult Fiction	beafic	2013	BETHEL	US Dollars	True	130	100	True	False	0
<input type="checkbox"/>	6	Adult Large Print	bealgtyp	2013	BETHEL	US Dollars	True	110	100	True	False	0
<input type="checkbox"/>	7	Adult Mystery	beamys	2013	BETHEL	US Dollars	True	130	100	True	False	0
<input type="checkbox"/>	8	Adult Nonfiction	beanfic	2013	BETHEL	US Dollars	True	130	100	True	False	0
<input type="checkbox"/>	9	Adult Reference	bearef	2013	BETHEL	US Dollars	True	110	100	True	False	0
<input type="checkbox"/>	10	Children's Audio Book	bejbkcd	2013	BETHEL	US Dollars	True	110	100	True	False	0
<input type="checkbox"/>	11	Children's Biography	bejbio	2013	BETHEL	US Dollars	True	130	100	True	False	0
<input type="checkbox"/>	12	Children's Compact Disk	bejcd	2013	BETHEL	US Dollars	True	120	100	True	False	0
<input type="checkbox"/>	13	Children's DVD	bejdvd	2013	BETHEL	US Dollars	True	120	100	True	False	0

Money rolled over

New fiscal year's funds, created without money allocated to them.

If you've deactivated a fund in the current year and you want to reinstate it, change the year in the dropdown to the current year, find the fund on the list and click on it in any column **except the first**.

Click in the **Active** box and **Save**.

Balance

Fund ID 113

Name ACompact Disk

Code becd

Year 2012

Org Unit BETHEL

Currency Type US Dollars

Active ☒

Balance Stop Percent 120

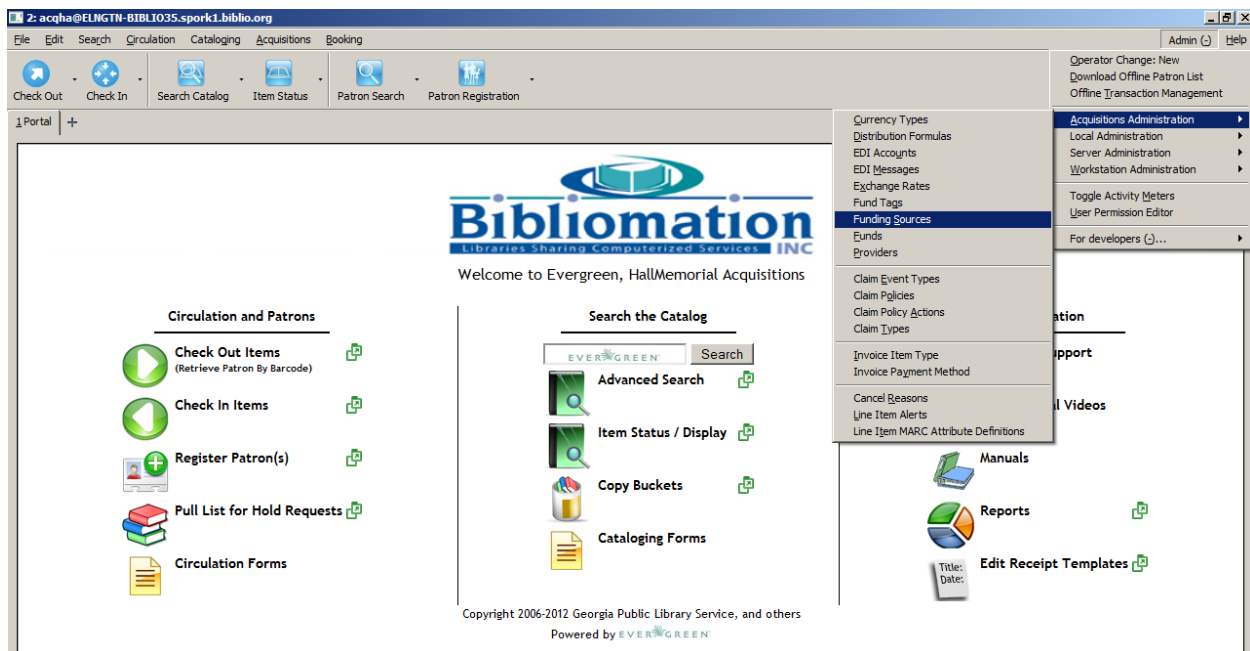
Balance Warning Percent 100

Propagate ☒

Rollover ☐

Cancel Save

To add money to the new fiscal year's funds, open a new tab and click on **Admin/Acquisitions Administration/Funding Sources**. (Leave the tab with the funds open; we will use it again later.)



Click on your fund source name in the first column to open the source. You may either use the same funding source year after year, or create a new funding source for the new fiscal year. The following steps are based on using the same funding source.



Click on **Apply Credit** to add more money to the Funding Source. Enter the amount of money you are adding to the source. Add a note if you wish. Click **Apply**.

3: acqbe@BETHEL-BIBLIO35.Theory.biblio.org

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Funding Source Details

Apply Credit Allocate to Fund

Amount: 150,000.00

Note: Fiscal year 2012-213

Apply

	Effective Date	Deadline Date	Note
	7/19/11 10:59 AM		
<input type="checkbox"/> 2 76500	7/19/11 10:58 AM		
<input type="checkbox"/> 3 76500	7/19/11 10:57 AM		

Begin allocating the money to the new funds. You may do it from the funding source screen, but the list of funds shown from the **Allocate to Fund** button doesn't show which fiscal year each fund is pointing to.

A more precise way is to go back to the tab with the list of funds and select the new fiscal year in the **Year** dropdown box.

Click on the fund name in the first column.

3: acqbe@BETHEL-BIBLIO35.Theory.biblio.org

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Funds New Fund Delete Selected Fund Propagation & Rollover

Context Org Unit BETHEL Year 2013 Refresh

Back Next Filter

✓	#	Name	Code	Year	Org Unit	Currency Type	Active	Balance Stop Percent	Balance Warning Percent	Propagate	Rollover	Combined Balance
<input type="checkbox"/>	1	A/T DVD	beadvd	2013	BETHEL	US Dollars	True	120	100	True	True	1330.56
<input type="checkbox"/>	2	A Audio Book	beabkd	2013	BETHEL	US Dollars	True	120	100	True	False	0
<input type="checkbox"/>	3	A Compact Disk	becd	2013	BETHEL	US Dollars	True	120	100	True	False	0
<input type="checkbox"/>	4	Adult Biography	beabiog	2013	BETHEL	US Dollars	True	130	100	True	False	0
<input type="checkbox"/>	5	Adult Fiction	beafic	2013	BETHEL	US Dollars	True	130	100	True	False	0
<input type="checkbox"/>	6	Adult Large Print	bealgtyp	2013	BETHEL	US Dollars	True	110	100	True	False	0
<input type="checkbox"/>	7	Adult Mystery	beamys	2013	BETHEL	US Dollars	True	130	100	True	False	0
<input type="checkbox"/>	8	Adult Nonfiction	beanfic	2013	BETHEL	US Dollars	True	130	100	True	False	0
<input type="checkbox"/>	9	Adult Reference	bearef	2013	BETHEL	US Dollars	True	110	100	True	False	0
<input type="checkbox"/>	10	Children's Audio Book	bejbkd	2013	BETHEL	US Dollars	True	110	100	True	False	0
<input type="checkbox"/>	11	Children's Biography	bejbio	2013	BETHEL	US Dollars	True	130	100	True	False	0
<input type="checkbox"/>	12	Children's Compact Disk	bejcd	2013	BETHEL	US Dollars	True	120	100	True	False	0
<input type="checkbox"/>	13	Children's DVD	bejdvd	2013	BETHEL	US Dollars	True	120	100	True	False	0

Click on **Create Allocation**.

3: acqbe@BETHEL-BIBLIO35.Theory.biblio.org

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Fund Details

Create Allocation Transfer Money

Summary Allocations Debits Tags

ID	Name	Code	Currency Type	Owner	Balance	Total Allocated	Spent Balance	Total Debits	Total Spent	Total Encumbered
1459	A Audio Book	beabkd	USD	BETHEL	0	0	0	0	0	0

Select the Funding Source from the dropdown list and enter the amount of money being allocated to this fund. Add a note if you wish. Click **Apply**.

Fund Details

Create Allocation ▾ Transfer Money ▾

Funding Source: BPL ▾

Amount: 500.00

Note:

Apply

Owner	Balance	Total Allocated	Spent Balance	Total Debits	Total Spent	Total Encumbered
BETHEL	0	0	0	0	0	0

The new amount will be added.

Fund Details

Create Allocation ▾ Transfer Money ▾

Summary Allocations Debits Tags

ID	Name	Code	Currency Type	Owner	Balance	Total Allocated	Spent Balance	Total Debits	Total Spent	Total Encumbered
1459	AAudio Book	beabkcd	USD	BETHEL	500.00	500.00	500.00	0	0	0

Repeat for all the funds in the list.

The Evergreen community documentation for fund management can be found here:

<http://docs.evergreen-ils.org/2.6/funds.html>